

**TRADOC RETENTION
UNIT INSPECTION CHECKLIST**

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|---------------------------------------|
| Proponent/Phone No: TRADOC Retention DSN 680-5114/5115 | | Page 1 of 5 pages |
| Functional Area Reenlistment | Program/Activity/Topic (PAT) Army Retention | Date of Revision: 1 April 2002 |
| Installation/Activity/Date: | Commander: Unit Reenlistment NCO: | GO / NO GO *See Remarks |
| Unit Level Reenlistment Activities: | | |
| 1. Is the unit reenlistment facility suitably identified and provide a friendly, informal atmosphere? | | |
| 2. Has the unit reenlistment NCO (additional duty) been appointed in writing and fully qualified for reenlistment IAW AR 601-280? | | |
| 3. Is the average length of assignment of the unit retention NCO at least 12 months or more? | | |
| 4. Is the unit maintaining complete statistics (objectives & accomplishments) on the retention program by quarter and fiscal years? | | |
| 5. Has an Army Retention Incentive Program for both retention and Reserve Transition been announced in writing and implemented by the current commander? | | |
| 6. Is unit reenlistment NCO familiar with accessing the USAPA website to update regulations and are the following publications current and available to the unit reenlistment NCO: AR 601-280 and AR 600-9? | | |
| 7. Is the Retention Data Worksheet Notebook established IAW AR 601-280 and TRADOC directives (Status of DA Form 4591-1-R & Record of Inspection DA Form 4591-2-R)? | | |
| 8. Has the commander inspected the unit retention program on a monthly basis and has it been annotated on the "Record of Inspection" form? | | |
| 9. Has the Battalion Career Counselor/full-time Reenlistment NCO inspected the Retention Data Worksheet Notebook quarterly and are the results of the inspection recorded on the "Record of Inspection" form? | | |
| 10. Are data entries on the Retention Data Worksheets (DA Form 4591-R) current and correct? | | |
| 11. Have all soldiers received the required interviews IAW AR 601-280? | | |
| 12. Does the unit receive Reenlistment Publicity Items (posters, pamphlets, etc) from higher headquarters and are they displayed in all locations frequented by enlisted personnel? | | |

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| 13. Does the unit have a section of the bulletin board or a separate board labeled "Reenlistment Information" with the retention chain contact data and current BEAR, SRB, pay scale, unit incentive award program (unit level), and Reserve Transition information posted? | | |
| 14. Does the unit receive promotional items from the battalion or brigade Retention office? | | |
| 15. Is the unit reenlistment NCO familiar with the basic qualifications for reenlistment and reenlistment options outlined in AR 601-280? | | |
| 16. Is the unit reenlistment NCO familiar with the BEAR and SRB programs? | | |
| 17. Is the unit reenlistment NCO familiar with local Bar to Reenlistment procedures IAW AR 601-280? | | |
| 18. Is the unit reenlistment NCO familiar with the procedures to schedule soldiers for the Reserve Transition interview? | | |
| 19. Has the unit commander received an orientation by the Senior Career Counselor? | | |
| 20. Is the unit commander familiar with the Army Retention Program (interviews, eligibility, and Bars to Reenlistment)? | | |
| 21. Does the unit commander know who is currently eligible for reenlistment? | | |
| 22. Does the unit commander understand the Reserve Component Transition Program as it applies to soldiers who decide to ETS from the Regular Army? | | |
| 23. Does the unit commander provide the unit reenlistment NCO sufficient time to perform retention duties and attend retention training? | | |
| 24. Are copies of all inspections conducted provided to the unit for corrective action, filed in the Retention Data Worksheet Notebook, and being retained for 12 months? | | |
| 25. Does the overall unit reenlistment program reflect command involvement/support? | | |

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Mission Accomplishment:

Army Retention is the Commander's program IAW AR 601-280. Commanders must implement and aggressively support the Army Retention Program within their commands, assigning reenlistment and Reserve Component Transfer/Enlistment missions to each major subordinate level commander. Commanders must require all subordinate commanders to do the same. Accomplishing all missions is vital to meeting Army endstrength. Each category of assigned mission will count as **0-10** percent for a total of **50** percent of the overall inspection. To receive a **Commendable** rating the unit must achieve 100% in each category and 90% or above for all items rated **GO**.

COMBINED YTD (COMPLETED QUARTERS)

POINTS

26. Has the unit attained mission for initial term reenlistments in the current FY?

OBJECTIVES 0 **ACCOMPLISHMENTS** 0 **PERCENTAGE** 0% **000**

27. Has the unit attained mission for mid-career reenlistments in the current FY?

OBJECTIVES 0 **ACCOMPLISHMENTS** 0 **PERCENTAGE** 0% **000**

28. Has the unit attained mission for careerist reenlistments in the current FY?

OBJECTIVES 0 **ACCOMPLISHMENTS** 0 **PERCENTAGE** 0% **000**

29. Has the unit attained mission for any assigned special mission in the current FY?

OBJECTIVES 0 **ACCOMPLISHMENTS** 0 **PERCENTAGE** 0% **000**

30. Has the unit attained mission for the Reserve Component in the current FY?

OBJECTIVES 0 **ACCOMPLISHMENTS** 0 **PERCENTAGE** 0% **000**

EXAMPLE:

OBJECTIVES 2 **ACCOMPLISHMENTS** 1 **PERCENTAGE** 50% **5.0**

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Rating standard (Functional Area: Retention):

- **Commendable** - 90% of all items are rated GO and 100% mission accomplishment in all categories.

NOTE: Unit will receive an automatic satisfactory rating, if a “NO GO” on questions 10 or 11 based on the importance of retention counseling.

- **Satisfactory** - 70 - 89% of all items are rated GO.

- **Needs Improvement** - 69% and below of all items rated GO.

NOTE: Questions 1-25 (2 points each) =
 Questions 26-30 (0-10 points each) =

RATING

V E R I F I C A T I O N

x Name, Rank, Date

Company Reenlistment NCO/POC Signature, Name, Rank, Date

x Name, Rank, Date

Inspector Signature, Name, Rank, Date

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Inspector's Remarks/Comments: (Mandatory for all NO GO items)

REMARKS:

OVERALL FINDINGS:

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